

From

Director
Secondary Education Haryana
Panchkula

To

1. All District Education Officers
2. All District Elementary Education Officers

Memo. No. KW 4/1-2025 SE (4)

Dated, Panchkula:- 07.05.2025

Sub:

Process and schedule of Rationalization./Re-distribution of PGTs (Lecturers) and ESHM/TGT/C&V Masters of Secondary Education and Elementary Education Department respectively for the academic session 2025-26.

Norms of rationalization have been approved by Hon'ble CM. Accordingly, the process of rationalization/ Re-distribution of posts in all Government Schools including Model Sanskriti and PM Shri Schools is to be done. Therefore, rationalization process for the post of PGTs (Lecturers) and ESHM/TGT/C&V Masters of Secondary Education and Elementary Education Department respectively for the academic session 2025-26 is to be initiated as per the approved norms.

For this purpose committee of HQ Officers and field Officers has been constituted. The committees will finalize the school wise data of posts of PGTs, ESHM and TGT/C&V etc. as per approved norms. The committees will also take into considerations the streams and posts allotted by the Department vide separate order. The school wise and post wise data shall be provided in a format prescribed by IT Cell so that the same can be ported on MIS portal. IT cell may be asked to provide the format. The committee will complete its task as per schedule.

The compiled data will be shared with IT Cell, which in turn will update the school wise number of rationalized posts on MIS portal. The said data will be visible in the MIS login accounts of respective schools via an interface developed for the purpose. The said exercise shall be completed by IT Cell within two working days after receipt of data from all committees.

Verification by schools:

In the next phase the schools will check the data in terms of approved norms and edit the number of rationalized posts and write comments against the edited post, if they found any discrepancy and submit and confirm using the said interface. The said exercise shall be completed by the schools within four working days including Saturday. A certificate for the accuracy and authenticity of the data shall be submitted by the concerned Head of School to District Education Officer or District Elementary Education officer, as the case may be. School also consider allocation of stream vide separate order, while calculating the requirement of post as per approved norms.

District Level Committees:

In the next phase a committee comprising of District Education Officer, District Elementary Education Officer, Dy. District Education Officer working as DPC of the concerned district, concerned BEO and Principal/Head Master of respective school shall verify the school wise data verified by the school for its accuracy and authenticity as per approved


norms. A certificate jointly signed by concerned DEO, DEEO, Dy. DEO and BEO shall be submitted to the respective State Level Committee by the District Committee for the accuracy and authenticity of the data. The District Committee shall submit the precise report indicating the correction made by Schools. The said exercise shall be done by the District Committees.

Final compilation of data at State H.Q.

On final submission of data on the portal by district committees, the State Level Committees will check and verify the edited data for its accuracy and authenticity as per approved norms. For this purpose IT Cell shall provide requisite reports to the respective committees at HQ. On finding any discrepancy the committee will put it on record and submit to DSE/DGEE and after approval from the competent authority final data shall be incorporated in the system as rationalized data which will be used for General Transfer Drive and all other purposes. Any change in data by Head of School/ District Level Committee/ State Level committee will be put on record by State Level Committee while submitting final data for approval of competent authority. The complete exercise will be completed as per the schedule given as under:-

Tentative schedule after uploading the data on one school portal:

Sr. No.	Committee level	Time line	Remarks
1.	HQ level	6 days	08.05.2025 to 13.05.2025
2.	IT Cell	3 days	14.05.2025 to 16.05.2025
3.	School level	6 days	17.05.2025 to 22.05.2025
4.	Distt. level	7 days	23.05.2025 to 29.05.2025


**Superintendent (S.E.)
for Director Secondary Education
Haryana, Panchkula**

